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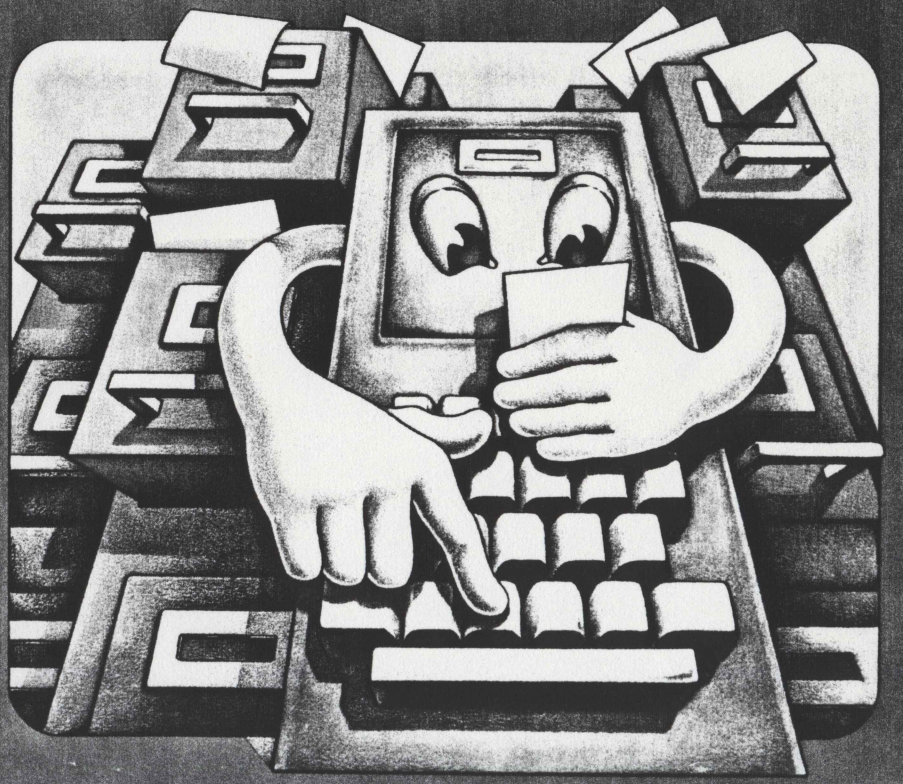
The Imagination Machine™

by APF

COMPUTER PROGRAMMING INSTRUCTIONS FOR

Electronic Files

Unpack your drawers! The ones that are crowded with address lists and lists of other lists. Start keeping orderly, electronic track of things. All that stuff that's alphabet soup now. MA-125



HM BUS II
Load 8K manual & after OK appears
Turn on your ~~APF~~ extra 8K
& Poke 41,224, 223

TAPE LOADING INSTRUCTIONS

1. Turn on both the MP 1000 and computer console. Press Reset and the EN key on either controller.
2. Type CLOAD, press the [RETURN] key.
3. Adjust volume control on console to hear audio from tape.
4. Follow the instructions on the screen. Within 15 seconds you will see the front picture. After approximately another 40 seconds the word OK will appear on the screen. Wait for the word OK to appear and the tape to stop automatically. Note: If the word OK does not appear, go back to Step 2.
5. Type RUN, press the [RETURN] key.

ORGANIZING ELECTRONIC FILES

APF introduces you to a revolutionary way of keeping your personal business matters organized and always at hand. It's the new Electronic Files program, which, when used with the APF Imagination Machine, will enable you to organize everything from your bills to your favorite recipes.

Included with this instruction booklet is a prerecorded master tape and a blank tape. The prerecorded tape contains the MASTER PROGRAM which demonstrates how the Electronic Files program works. Make sure not to use this tape when recording your files, due to the fact that you will erase the demonstration program. The blank tape is for you to practice with and for your first file.

To learn how to use the Electronic Files program, read through the manual and perform the different examples that are given to you. In a short time you will be able to make files to fit all your business needs.

Getting Started

There are three terms which you will have to familiarize yourself with in order to understand the following instructions. They are:

1. FILE
2. ENTRY
3. FIELD

A "FILE" is a collection of information which is recorded on tape or in the computer's memory. The information on the file is known as an "ENTRY" because it is entered onto the tape. Each entry contains specific information which is conveniently arranged in sections known as "FIELDS". There is a maximum of 7 fields in each entry, each of which has a name. To simplify things, it is best to name each file for what it contains. For a clearer understanding on the setup of the files refer to the back of the manual to the example: "Standard Files".

Creating a New File

Creating a file is a very simple process which can be broken down into five steps. It is recommended that you perform the steps as you read through the instructions in order to get the feel of the operations.

STEP 1

The first step is to load the prerecorded master tape into the computer. Insert the tape into the cassette player, type CLOAD on the keyboard and press the return button. A message will appear instructing you to PRESS PLAY THEN THE RETURN KEY. In approximately one minute the word "ok" will appear on the left side of the screen. Type in the word RUN, press the return key, and a list of options for the Electronic Files will appear.

EXAMPLE:

Your Electronic Files

1. ADDRESSES
2. WARRANTIES
3. BOOKS
4. RECORDS

5. CAR MAINTENANCE
6. YOU DEFINE

SELECT (1-6)

At this point REMOVE THE MASTER TAPE to avoid accidentally recording over it. (Remember that when you record new material on a tape the original material is erased, which means the master tape would be erased.)

STEP 2

The second step in creating a new file, is to select what type of file you wish to create. Press the number on the keyboard which corresponds to that file. For demonstration purposes we will use number 5, "CAR MAINTENANCE". Avoid the number 6 key (you define) for now, it will be discussed in detail later on.

When you have pushed the number the screen will clear and the following message will appear.

YOUR ELECTRONIC FILES
FILE NAME?

Type in the file name - example: MERCEDES - Press return and the screen will clear and be replaced by:

ENTER DATE (MM,DD,YY)?

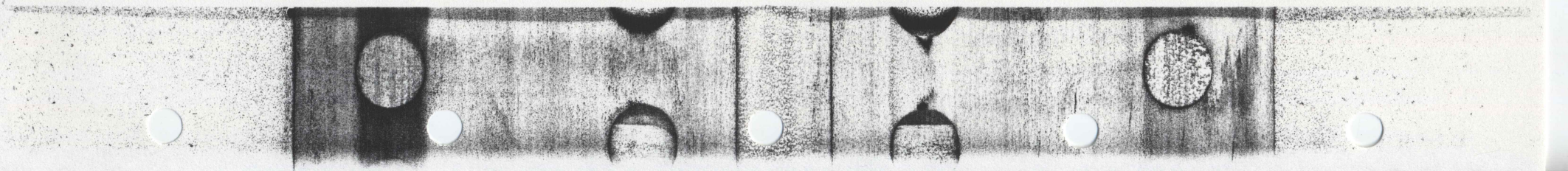
Type in the date - example: 092480 - press the return key and these instructions will appear on the screen:

PLACE NEW TAPE IN RECORDER AND
THEN PUSH 'EN' BUTTON

Put the tape in the recorder, press the "EN" key and further instructions will appear:

REWIND TAPE, PRESS PLAY AND THE RETURN KEY

The message on the screen will clear and be replaced by the file name you choose, the date, and the words; TAPE EMPTY, because there are no entries on that file.



EXAMPLE:

MERCEDES
09/24/80
TAPE EMPTY

This is being recorded into the computer and will signal when the recording is done by a cursor appearing on the screen.

At this stage the tape is ready for entries.

Making An Entry On File

Now with the filing completed you can begin putting entries onto the tape. On the screen should be the name of the file, when it was created, and what is in the file. Also, the cursor will be on the left side of the screen.

Type in the word RUN and press the return key. Depending on which number you selected (1-6) a list of field names will appear. For example, if you choose the number 5-CAR MAINTENANCE, the list of field names would be as follows:

1. DESCRIPTION
2. DATE
3. ESTIMATE
4. ACTUAL COST
5. MISC. CODES
6. PREVIOUS DATE

ADD - ENTRY DEL - ENTRY SAVE -FILE

If there were any entries made on this file they would appear under the appropriate field name. You add the information by typing it in under the appropriate field name. Which brings you to Step number 3.

STEP 3

Step number 3 is simply typing information into the files. In addition to the letter keys there are two special keys (the ESC and RUBOUT key), which move the cursor forward and backward without wiping out what you have typed.

1. ESC KEY - used to move the cursor forward one space.
2. RUBOUT KEY - used to move the cursor backward one space.

When you have finished typing information in a field, press the return key and the cursor will advance to the next field.

Pressing the return key in the last field will bring the cursor back to the first field.

Using file number 5 car maintenance, type in the information found below.

DESCRIPTION	-	MERCEDES COUPE
DATE	-	
ESTIMATE	-	50,000
ACTUAL COST	-	42,000
MISC CODES	-	16CT21TWFBRDR
PREVIOUS DATE	-	092480

ADD - ENTRY DEL - ENTRY SAVE - FILE

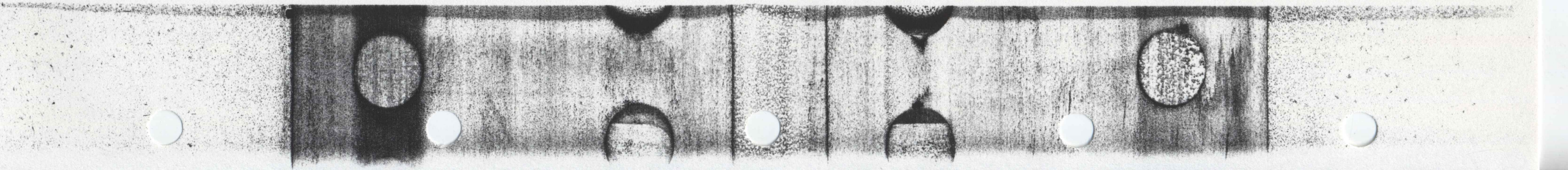
Field "2" was left empty to point out that you can leave any field blank, EXCEPT for Field 1. The computer needs the information in Field 1 to sort your entries. Therefore, it is important to remember to use different information each time in Field 1, to avoid changing existing entries.

STEP 4

Step number "4" is adding your entries to the files. Notice the three instructions at the bottom of the screen. Each instruction does exactly the action that it says.

To activate these functions simply press the corresponding number key on either one of the hand controls.

BUTTON 1 - ADD ENTRY -	adds the information on the screen to the file.
BUTTON 2 - DEL ENTRY -	removes or deletes the information on the screen from the file.
BUTTON 3 - SAVE FILE -	Saves the information on the screen by recording it on the tape.



When you have finished adding all the entries correctly, press the number "1" on the hand control. After you press the number "1" key, you will notice the words,

PRESS EN WHEN READY

have appeared on the screen and that the words ADD - ENTRY are highlighted.

Pressing the "EN" button will add the entries into the file. Naturally you must enter all information into the files before you can save it. When the computer is finished entering the information, the screen will revert back to stage 3. This gives you the opportunity to either continue entering new information or to go on and save the preceding entry's, which is explained in Step 5.

STEP 5

Step 5 is the final step in creating a file. It deals with saving the files on tape. To save a file on tape, simply push the number "3" on the hand control. Notice again that the message:

PRESS EN WHEN READY

appears on the screen, and that the words SAVE FILE are highlighted. Press the "EN" key and the computer will ask for the date. Type in the date and press the return key as before. On the screen will appear:

PLACE NEW TAPE IN RECORDER
AND THEN PUSH "EN" BUTTON

Put a tape in, push the "EN" button, and the familiar message:

REWIND TAPE, PRESS PLAY THEN
RETURN KEY

will appear again. Follow these instructions and the screen will clear to be replaced by; your file name, the date, how many entries are on the tape, and the first and last entry put on the tape. You will know that the computer is done saving your file by the cursor reappearing on the left side of the screen.

At this point you have successfully selected a file (car maintenance), named it (Mercedes), dated it (092480), entered information in the different fields, entered the information on tape, and have saved the information. The result is an organized account of your car maintenance on file, which can be referred to over and over again. You can now do one of two things. You can continue entering information into the CAR MAINTENANCE field, or you can start on a new file.

It is important to remember to re-insert the MASTER TAPE in the cassette deck in order to get the selection of files again.

Defining A New File

By this time you should have a good idea of how the Electronic Files program works. Perhaps you have noticed that the standard files will not meet all of your needs. This is where the number "6" file (you define), comes into play. With the "YOU DEFINE" file, you can create a new file with a format to meet your requirements.

To use the "YOU DEFINE" file, you can create a new file with a format to meet your requirements.

To use the "YOU DEFINE" file, simply press the number "6" in step "2" of "Creating a New File". As usual you will be asked to name the file. Type in a name which will correspond to the information to be added in the file. The computer will then ask how many fields each entry in a file is to contain. Type in any number up to 7 and press the return key. The next step is to name each field.

Once you have named the fields, the procedure is exactly the same as any other file.

Experiment With This Example

Load the Electronic Files program tape and RUN it. At step "2" select the number "6 - YOU DEFINE" instead of the standard files. Name the file "recipes". The computer will then ask for the number of fields each entry is to have. Type in the number "3" and press the return key. This file will now be called "recipe" and it will have 3 fields for each entry.

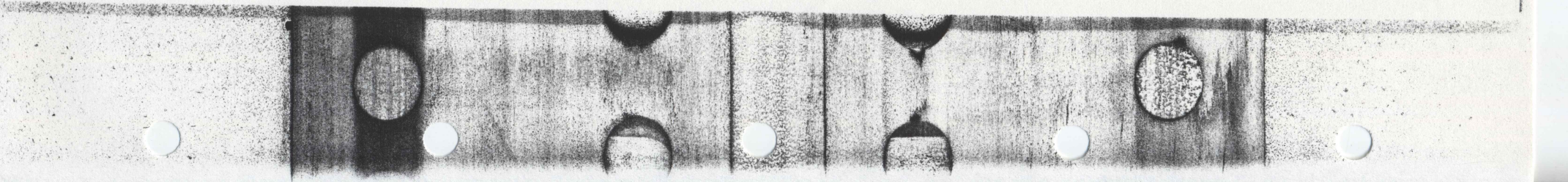
At this point the computer will ask for the names of each field. Name the fields.

1. ITALIAN CUISINE
2. NORTHERN STYLES
3. NUMBER OF RECIPES

Just before pressing the return key for the last time, the screen should read

RECIPES
How many fields? 3
Name of Field? ITALIAN CUISINE

Press the return key, the screen will clear and the computer will ask for the date. Type in the date and proceed as you would with any other file.



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